

Correspondence Training or Workshop

Purpose: To make supervisors aware of all correspondence practices they can use to save time, effort and money in handling correspondence.

Objectives of Correspondence Management

- Simplify and speed up preparation and handling of corres
- Improve quality of correspondence and adequacy of documentation
- Enable faster training and increased utilization of personnel
- Create better public relations.

Method

- Conduct surveys to determine types and volume of correspondence prepared
- Provide measures for continuous review of correspondence practices
- Develop and maintain uniform corres procedures, style, policies and practices
- Develop and employ use of pattern paragraphs, letter guides and form letters
- Develop and maintain quality standards for improving letter content and writing aptitudes
- Review copy requirements to prevent preparation of nonessential copies of communications.